



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address COMPTROLLER GENERAL'S OFFICE Enforcement Division 232 State Capitol Atlanta, Georgia 30334	Application Number 80-243	
Application Number		Date Received MAR 19 1980	Date Completed APR 02 1980
2. Person to Contact Paula I. Jones		Working Title Secretary, Principle	Telephone Number 656-2060
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1965 Latest TO DATE		5. Records Series Title (followed by title used in office; if different) Hearing files for ^{ulations} promulgation of Rules and Regs. of Comp. Gen. Office	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Enforcement Division prepares all drafts and final forms of new Chapters or Amendments to the Rules and Regulations of the Comptroller General's Office, which includes, the Insurance Department, Safety Fire Department (State Fire Marshal's Office), and the Industrial Loan Department. Maintains hearing files, correspondence relative to the Rules and Regulations, transcripts, etc. Also maintains Docket Books containing the originals of all Orders and Amendments to the Rules and Regulations for review by the public or private industry as required by the Administrative Procedure Act.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Promulgating of Rules and Regulations of the Comptroller General's Office. Included are: Notice of Hearing, proposed Rules and Regulation changes, correspondence, transcripts of hearings, and the final Order adopting changes. File is arranged: Chronologically BY DATE Rule Adopted.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>6</u> ; Seven to twelve months old <u>3</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty-five months and older <u>1</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers <u>One (1)</u> ; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy. <i>Yes</i> <i>(Synopsis)</i> Rules and Regs. of the State of Georgia as per Admin. Proced. Act
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Docket Books of Final Order and Amendments held in Room 232, State Capitol.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|-----------------|-----------------------------------|--------------------------|
| a. State Law | <u>0</u> years. | d. Audit period | <u>0</u> years. |
| b. Statute of limitation | <u>0</u> years. | e. Administrative need | <u>Indefinite</u> years. |
| c. Federal law | <u>0</u> years. | f. Federal retention instructions | <u>0</u> years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Vital Records/Historical Value, contain Rule making decisions.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) Two (2) year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>James B. Lark</i>	<i>3-13-80</i>	<i>Fred Richardson</i>	<i>3-13-80</i>
State Records Committee (Signature)			
State Auditor/Designee		<i>[Signature]</i>	<i>4-1-80</i>
Secretary of State/Designee		<i>Paralel Hart</i>	<i>3-31-80</i>
Attorney General/Designee		<i>[Signature]</i>	<i>4/2/80</i>

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)